

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, October 25, 2016, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** RaMona Sheppard and Brian Bigelow

**Public:** Ruth Miller (MMCTV), Marty Baslow, Wayne Russin, Alex Karner, Stacy Turkos, Jean Archibald, Alex Karner, Bob Murphy and Charlie Baker

**6:01 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Adjustments to the agenda: Add RaMona Sheppard Finance Director to New Business for insurance claim and renewal of various town insurances. As Charlie Baker (6:06 agenda item) advised that he would be late, by consensus the Board moved to shuffle agenda items to include moving minutes and warrants to after Public comment. Consensus of Board to hold the 6:25 agenda item to the noticed start time.

**6:02 p.m. Public Comment Period.** None

**6:03 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants. Cliff Peterson moved approval of minutes of the October 11, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

**6:06 p.m. Public Comment Period.** Reopened by consensus of the Board. Bob Murphy and Selectboard discussed future paving of the northernmost portion of Pleasant Valley Road, repainting fog lines and center line on the recently paved portion, wider shoulders or narrower traveled lanes on Pleasant Valley Road and River Road, and general safety concerns for bikers and pedestrians. Notice made of past public input, monies spent and available.

**6:15 p.m. Minor Agenda items.** Consensus of Board to identify agenda items that are anticipated to have limited discussion in order to most efficiently use the Board's time prior to the 6:25 agenda item.

- Town Administrator advised that no additional information has been submitted related to Downes Road, the Underhill Center Post Office Lease or the 2016 dump truck purchase.
- Chair advised that the timeline for proposed amendments to the zoning regulation (ULUDR) has compressed to the point that it may not happen in time for 2017 Town Meeting Day. Chair will contact the Chair of the Planning Commission for input.
- Staff to have a draft CIP for Selectboard review at the November 22 meeting.

**6:25 p.m. Underhill Jericho Fire Department property donation.** Randy Clark, UJFD Honorary Chief, presented information in the form of a slideshow about the proposed transfer of the Rivers Property to the Town of Jericho. History of the property and current status transfer discussed. Clark confident that the transfer will happen and thanked both towns for their support. Jean Archibald encouraged the Selectboard to stay informed.

**7:01 p.m. Charlie Baker, Chittenden County Regional Planning Commission (CCRPC).** Charlie Baker, Executive Director of the CCRPC met with Underhill Selectboard as part of his annual meeting with county municipal legislative bodies. Baker presented a brief synopsis of ongoing projects (Building Homes Together, Chittenden County Opioid Alliance, Regional Dispatch Study) as well as

advance notice of upcoming issues (Municipal Roads General Permits, renewable energy siting, transportation funding shortfalls). Notice made of small decrease in FY17-18 dues.

**7:29 p.m. RaMona Sheppard, Finance Director/Human Resources Manager.**

RaMona Sheppard provided information and discussed various issues with Selectboard.

- FY2016 Capital Budget actual and forecast amounts.
- Underhill Conservation Commission use of Reserve Funds

Cliff Peterson moved that Keeping Track Inc.'s invoice of \$510.80 be paid using Conservation Commission reserve funds. Rick Heh seconded and the motion passed 3-0.

- October 3, 2106 insurance claim against the Town was reviewed by the Town's provider Property and Casualty Intermunicipal Fund (PACIF) and the subsequent recommendation was that that the Town should pay for the costs related to the damage to vehicle.

Cliff Peterson moved that RaMona Sheppard contact PACIF and advise them to make payment and bill the Town against the policy's deductible amount. Rick Heh seconded and the motion passed 3-0.

Brief discussion ensued about 'lessons learned'. Chair to talk with Road Foreman regarding techniques for future similar projects.

- Calendar Year 2017 Insurance Renewals as summarized in Finance Director's memo of October 25, 2016. Employee insurance increases are based on current staffing census. Consideration of the HRA contribution amount was continued until information regarding practices by other municipalities was available and reviewed. Town insurance for property damage, liability, etc. is provided by PACIF which specializes in serving government entities through the Vermont League of Cities and Towns (VLCT).

Cliff Peterson moved that current BlueCross Blue Shield group health coverage be renewed with anticipated 5% cost increase. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved that current VSP Vision Care coverage be renewed with an increase of \$73.68. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved that the current practice of Medicare-related premiums being paid by the Town for eligible employees be continued. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved that eligible employees who opt out of municipal insurance be compensated at a rate of 40% of what would otherwise be the premium cost to the Town. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved that the Town continue with insurance coverage through PACIF. Rick Heh seconded and the motion passed 3-0.

- Consensus of Board to have preliminary Budget discussions at their November 22, 2016 meeting.

**8:08 Old Business:**

**Baslow Access Permit Application (WC037).** No preliminary report available from Town sponsored surveyor, expected to be available prior to next meeting. Notice made of potential issuance of Notice of Violation and subsequent opportunity to cure. Marty Baslow stressed that there were multiple deficiencies that impact his future development and that almost a year has passed already. Board voiced their consensus that in the event of a Notice of Violation being issued the likelihood was that the

application would be denied without prejudice. Rick Heh asked Alex Karner for input. Karner replied that he and Baslow had a pretty civil relationship and had some shared interests.

Cliff Peterson moved to continue application to the next regular Selectboard meeting: 6:00 p.m. on November 8, 2016. Rick Heh seconded and the motion passed 3-0.

**8:32 p.m. Calendar Year 2017 Insurance renewals (cont'd).**

Reopened by consensus. The Finance Director provided Selectboard with the most current (2015) VLCT survey of municipal salaries and benefits. Selectboard reviewed how other municipalities were funding HRAs. There were towns that offer more and others that provide less. Consensus of Board was that they had the information needed to proceed.

Cliff Peterson moved that limit on HRA contributions be raised to \$2,600 for a single person and \$5,200 for couples and families. Rick Heh seconded and the motion passed 3-0.

**8:37 Old Business (cont'd):**

**Town Garage.** Quote received from current air system provider Alliance Mechanical was reviewed by Selectboard. Quote includes new humidity and motion sensors as well as repairs to roof.

Cliff Peterson moved to accept the quote from Alliance Mechanical dated October 17, 2016 in a total amount of \$3,836. Rick Heh seconded and the motion passed 3-0.

**Radar Speed Feedback Sign.** Quotes reviewed from All Traffic Solutions (\$2,835) and Ocean State Signal Company (\$2,800). A major operational difference between the two bids was the former allowed for battery swaps on site while the latter required that the entire unit be brought in to be recharged.


Cliff Peterson moved to accept All Traffic Solutions' Quote #Q-24541 in the amount of \$2,835.00. Rick Heh seconded and the motion passed 3-0.

**8:47 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting being held on November 8, 2016 with a limited agenda due to local, state and federal election.

**8:50 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

 11/8/2016  
Clifford Peterson, Chair Date